

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SECRETARY**

Jurisdictional Class: **Competitive**

Date Adopted: **Dec. 1, 1997**

Date Revised:

Jurisdictions: **County, Towns, Villages, Schools**

Union Status: **County: CSEA**

Pay Grade: **County: Undetermined**

DISTINGUISHING FEATURES OF THE CLASS: A secretary performs clerical and administrative support tasks for a department head, administrative officer or program manager. Secretaries work under general supervision receiving detailed instructions only where policies have not been determined. Incumbents typically spend approximately one half of the work time keyboarding and the rest of the time on record keeping and administrative tasks. The class is distinguished from Typist and Senior Typist by performing less typing and having more administrative duties and greater independence. Does related work as required.

TYPICAL WORK ACTIVITIES:

Types correspondence, memorandum, reports and other documents using a typewriter, word processor or personal computer;

Transcribes correspondence from dictation equipment;

Composes and types correspondence on matters where policies and procedures are well-defined;

Screens calls and visitors to determine the nature of the inquiry and refers to appropriate party or office and answers inquiries as appropriate;

Schedules conferences and makes meeting arrangements;

Maintains and establishes confidential and general office files;

Receives, sorts and distributes mail;

Checks, codes and processes requisitions, claims and bills;

Orders supplies and materials;

Prepares and maintains financial, statistical, personnel and other records;

Collects information to be used as a basis for reports and memoranda and prepares summaries;

Answers telephone and gives out information;

Operates duplicating, calculating and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, practices and procedures; business arithmetic and English; and of the organization and functions of the offices to which assigned. Ability to handle routine administrative details independently; understand and maintain confidentiality of personnel and other appropriately designated records, files and information; operate an alphanumeric keyboard such maintain program records and routine reports; establish cooperative relations with the public and staff in other governmental and private agencies; carry out oral and written directions; and collect information for program operations.

Last Reviewed: n/a

Last Updated: n/a

Reviewed By: n/a

Last Reallocated: n/a

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MINIMUM QUALIFICATIONS:

Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associates degree in Secretarial Science or related field and one (1) year of clerical experience which involved typing; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience which involves typing; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.